

डा0 राम मनोहर लोहिया अवध विश्वविद्यालय, फैजाबाद (उ0प्र0)
DR. RAM MANOHAR LOHIA AVADH UNIVERSITY, FAIZABAD (U.P.)

पत्रांक : लो0अ0वि0 / मण्डार / 2017 / 379

दिनांक : 28.07.2017

निविदा सूचना

विश्वविद्यालय परिसम्पत्तियों की सुरक्षा हेतु सुरक्षाकर्मियों की आपूर्ति हेतु एजेन्सियों के निर्धारण के लिए सीलबन्द निविदाएं पंजीकृत/स्पीड पोस्ट द्वारा दिनांक 18.08.2017 को अपरान्ह 02:00 बजे तक आमंत्रित की जाती हैं। निविदा प्रपत्र, ततसम्बन्धी शर्तें एवं अन्य विवरण विश्वविद्यालय की वेबसाइट (www.rmlau.ac.in) पर उपलब्ध रहेगा।

कुलसचिव

प्रतिलिपि: निम्नलिखित को सूचनार्थ हेतु एवं आवश्यक कार्यवाही हेतु प्रेषित:—

1. ब्यूरो प्रमुख दि टाइम्स आफ इण्डिया (लखनऊ संस्करण) एवं दैनिक जागरण (लखनऊ संस्करण) को इस आशय से प्रेषित कि अपने सम्मानित समाचार पत्र में उपरोक्त सूचना साइज 4 X 5 सेमी0 में दिनांक 29.07.2017 को प्रकाशित कर बिल को दो प्रतियां समाचार पत्र सहित भुगतान हेतु अघोहस्ताक्षरी को प्रेषित करने का कष्ट करें।
2. वित्त अधिकारी जी।
3. कुलपति जी के निजी सचिव, कुलपति जी के सूचनार्थ।
4. प्रोग्रामर, ई0डी0पी0 को इस आशय से प्रेषित कि उपरोक्त सूचना वेबसाइट पर प्रकाशित कराने का कष्ट करें।
5. नोटिस बोर्ड।
6. पत्रावली।

कुलसचिव

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निविदा से सम्बन्धित महत्वपूर्ण तिथियां

1. निविदा प्रपत्र को वेबसाइट से डाउनलोड करने की तिथि : 29.07.2017 से 18.08.2017 अपरान्ह 12:00 बजे तक
2. निविदा प्रपत्र के विश्वविद्यालय में जमा करने की अन्तिम तिथि एवं समय : 18.08.2018 अपरान्ह 2:00 बजे तक
3. निविदा प्रपत्र को खोलने की तिथि एवं समय : 18.08.2017 अपरान्ह 3:00 बजे
4. निविदा प्रपत्र को खोलने का स्थान : वित्त अधिकारी कक्ष, डा0 राम मनोहर लोहिया
अवध विश्वविद्यालय, फैजाबाद।

कुलसचिव

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(Annexure-I)

Terms & Conditions

- I. The Agency have provided or is providing security services during the last 5 years to any Ministry/Department/Autonomous Institution/Universities/ Public Sector under taking of the Govt. of India for 1 calender year or more with satisfactory performance certificate issued from the organization.
- II. Gross annual turn-over of not less than **1 crore** per annum in preceding **three years**. The Company will be required to submit its audited financial statements and Income Tax returns of preceding three years for this purpose.
- III. The company will be required to submit its notary attested copy of ESI, EPF No., PAN Number registration certificate.
- IV. The company will be required to submit its notary attested copy of having in-house training facility certificate from related authority.
- V. The company will be required to submit its notary attested copy of Service-tax Registration certificate.
- VI. The company firm will be required to submit its notary attested copy Registration as Society/Co-operative society/Firms/Company registered under relevant Act of State Govt.
- VII. The agency should be ISO certified and be a member of a Asian Professional Security Association or any other reputed security association.
- VIII. The agency should be PSARA 2005 registered.
- IX. The agency should be capable of providing Armed guard and should have a centralized 24 hours manned control room backedup with wireless communication, transport fleet & Quick Reaction Team (QRT).
- X. The agency besides providing security service should be capable of monitoring traffic safety, parking & trespassing.
- XI The agency will have to precure contract level license from Labour department, of Govt. after being awarded the contract within two months.
- XII The agency should be able to submit IT clearence in respect of his/her agency for the last three years.
- XIII. Guard should be covered by Group Personnel Accident Insurance Policy (GPAIP) other than ESI.
- XIV. The company/firm will be required to submit notary attested copy of **shop and commercial establishment certificate** from State Govt. U.P. otherwise tender will not be entertained.

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XV. The company/Firm will be required to attach an EMD of **Rs. 500000/-** (Rs. Five lacs only) as Earnest Money alongwith tender application form.

1. Tenders must be placed in separate sealed envelopes on prescribed form one Technical bid (Annexure-I to IV) and second Financial bid (Annexure-V) and both envelopes to be put in third big sealed envelope which is to be duly super scribed with details of tender and work name and is to be send through speed post/registered post only. It will be received in the office of the Registrar of the University through speed post/registered post only upto 2:00 p.m. on dated 18-07-2017 and will be opened on 18-08-2017 at 3:00 P.M. in the office of Finance Officer, Dr. R.M.L. Avadh University, Faizabad.
2. The security agency must mention clearly the final rates and amount in figures as well as in words.
 - 2.a The tender must be submitted with all the documents (Notary attested photocopies only) in support of above mentioned nine points. Once the tender is submitted no document will be entertained thereafter.
3. Vice Chancellor, Dr. Ram Manohar Lohia Avadh University, Faizabad, reserves the right to reject any or all the tenders or accept them in part without assigning any reason thereof.
4. Tenders received after the due date and time will not be entertained in any case.
5. The term of contract will be initially for **one year**, However, the contract may be extended for further period on yearly basis if services are found satisfactory. The contract may be terminated at the option of the V.C. Dr. Ram Manohar Lohia Avadh University, Faizabad at any time giving **three month** notice to the security agency and without assigning any reason whatsoever.
6. The security agency is required to deploy Ex Army personnel/Well Trained Person for Supervisor, Gunmen & Guards round the clock to look after the security of campuses of this University. The security guards/gunmen to be deployed by the security agency must have passed at least **class 10th** and must have working knowledge of Hindi. They must have been through in-house **training** for the job of security for not less than a period of **one months or one year experience in security line.**
7. The security guards/gunmen to be engaged by the security agency must be of sound health and **police verification** shall be made available by the company to the Registrar/authorized officer of the University. If any of them is not found medically fit prior to or during the continuance of the contract, the contractor shall not employ or engage them any further and Dr. Ram Manohar Lohia Avadh University, Faizabad shall have right to refuse the services of such medically unfit employees of the security agency into Dr. Ram Manohar Lohia Avadh University, Faizabad premises.
8. The guards/gunmen employed by the security agency for rendering the security services will be treated *as* employees of the security agency and will be exclusively on its pay roll. The security agency will be solely responsible for payment of their salaries/remuneration and or other dues including bonus or other

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emoluments to which such staff will be entitled under any law for the time being in force or which may come in force during the period of the contract.

9. The security agency will ensure full compliance of all Government rules, regulations, Acts, etc. applicable from time to time. Under no circumstances any liability and/or breach of any statutory provisions or rules notification/circulars shall be liability of University, The University will have no responsibility in this regard.
10. The responsibility of complying other specific provisions under Labour Act will be of service providing agency. The service providing agency will provide a certificate with invoice bill of payment on monthly basis that the contribution made under the head **ÉPF and ESI'** includes the contribution of all such employers which have been deployed by the agency with the university otherwise the payment of invoice bill will not be made
11. Service providing agency will make payment through cheque to appointed workers.
12. Dr. Ram Manohar Lohia Avadh University, Faizabad shall not enter into any sort of financial transaction with security personnel engaged by the agency for providing security services to the University,
13. The security agency shall at its own cost provide full winter and summer security **uniform** and Lathi/Danda, Whistle, torch, search lights, gumboots, ticks, shears, guns/pistols/revolvers etc. The security agency shall ensure that these are worn/kept by them at all time while on duty in clean and tidy condition.
14. The security agency shall replace their security personnel periodically after one year or even earlier, if necessary for efficient discharge of their duties in the interest of secrecy and safety by informing university Registrar or authorized officer.
15. Dr. Ram Manohar Lohia Avadh University, Faizabad reserves the right to ask the security agency to remove any person not found to be discharging his duties satisfactorily or reflecting doubtful character and the security agency will immediately remove that person or persons and replace them immediately with suitable person/persons.
16. Dr. Ram Manohar Lohia Avadh University, Faizabad is not under obligation to provide any residential accommodation in the premises of Dr. Ram Manohar Lohia Avadh University, Faizabad or elsewhere for the personnel deployed by the security agency. The security agency will have to make its own arrangement for their residence at its own cost.
17. The security agency at its own cost will provide **identity cards** to all the guards/gunmen or staff-employed by it. Identity cards shall be produced on demand by any authority of Dr. Ram Manohar Lohia Avadh University, Faizabad.
18. Duty of security guard will be of 8 hours. Roster will be decided in due course of time. No security guard will perform dual duty. Same guards will not perform another duty in same day. If it happens the salary will not be paid for that day. The security guards will be deployed in holidays as well.
19. To wear uniform is must for security guard.

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20. If any security guard will be found intoxicated/inebriated/drunk on duty the action will be initiated against security agency.
21. The security guard is solely responsible for the safety of campus. For all the damage to the property of the University in Dr. Ram Manohar Lohia Avadh University, Faizabad, Campuses due to theft, pilferage or by any other unfair means, security agency employed in the University will be solely responsible and they have to bear the loss of the property, if negligence of security agency is established..
22. In case of any untoward incident, the security supervisor or the representative of security agency shall report the matter to the Registrar and other authorized officer of the University. It will be the responsibility of the Security Supervisor/representative of Security agency to take up the matter with the police and lodge complaint/FIR for the same after taking written permission from Registrar.
23. The payment to security agency will be made through cheque/account transfer on month to month basis after receiving the payment bill, its verification shall certification deduction as per rule.
24. The security agency shall be responsible for making provisions for continuous security measures, round the clock for 24 hours of the day by replacing the personnel on rotation for the security of property of the University in assigned zone and under no circumstances the post shall remain without guard awaiting replacement of duty guard. The entire responsibility for the security and safety of the property and assets of the University in assigned zone and for providing valuable intelligence information concerning law and order shall be of the security personnel deployed by the security agency.
25. During the lockout/strike period, in emergency and on the need of University the security agency shall arrange to deploy **extra force** on the request of the University on the same rates and conditions.
26. In the event of any doubt or dispute arising out of the contract whether during the existence of the contract or thereafter, it shall be referred to the Vice Chancellor, Dr. Ram Manohar Lohia Avadh University, Faizabad and the decision-of the Vice Chancellor shall be final and binding on the security agency.
27. The security agency whose tender is accepted, is required to deposit remaining balance (after adjustment of EMD of Rs. 5,00,000/-) of **10% of the total annual security** value of the contract as caution money in the shape of FDR drawn in favor of Finance Officer, Dr. Ram Manohar Lohia Avadh University, Faizabad payable at Faizabad. The caution money is liable to be refunded to the security agency on the expiry of the contract period. It may distinctly be understood that caution money will not carry any interest.
28. The arms to be provided to guards/gunmen must be licensed as per Arms Act.
29. In case of any mishap or casualty on account of any incidence during the period of duty being performed by guards/gunmen, the responsibility for reporting the matter to the nearest police station will be of the security agency or his representative-In case of any court case or litigation, the responsibility in all respect will be on the security agency.

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- 30.** The security agency whose tender is accepted will have to execute **an agreement** to obey the above mentioned terms and conditions or any other clause deemed necessary to safeguard the interest of Dr. Ram Manohar Lohia Avadh University, Faizabad on Non-judicial Stamp paper of appropriate value or **Rs. 100/-** before the award or the work.
- 31.** Security agency will have to ensure a minimum of **10 Walkie-talkie Mobile** to be provided to their security personnel deployed in the University for maintaining proper security and communication in all the Campuses after taking written permission from concern authority of the university.
- 32.** The tender documents may be downloaded from university website www.rmlau.ac.in. The tenderers are required to attach a bank draft of Rs. 1000/- in favour of Finance Officer, Dr. Ram Manohar Lohia Avadh University, Faizabad as tender documents fee alongwith his tender form. Tender form without Bank draft of Rs. 1000/- (Tender fee) shall not be considered.
- 33.** Ex Army Man/Well Trained Guard who deployed by the agency the age must be between 21 to 55 years.

Registrar

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(Annexure-II)

Certificates (On tenderer letter head)

I have read and understood the terms and conditions of tender and they are acceptable to me. I further undertake that I will faithfully and diligently follow the terms and conditions of tender and instructions given by university authorities/officials from time to time.

Signature

Name

Company seal with designation

Place

Date

(Annexure-III)

Declaration (On tenderer letter head)

I/We undertake to abide by the University rules for award of the said work, as prevalent from time to time and In consonance with the agreement with the University I am truly aware that the University have complete freedom to accept/not to accept tenders or splitting the work between one agency, as the occasion may be also know that the Vice Chancellor of the University is the final authority to take decisions including issues of any dispute and the decision, communicated by the Registrar/authorized officer shall be final and binding on the security agency.

Signature

Name

Company seal with designation

Place

Date

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(Annexure-IV)

TECHNICAL - BID

TENDER FORMAT FOR SECURITY JOB

AT

DR. RAM MANOHAR LOHIA AVADH UNIVERSITY, FAIZABAD

1.	Name of the tendering Co./ agency with address of registered office.	
2.	Nature of tendering firm/Co. Annexure No.	Co. Pvt. Ltd./Ltd./Corporation/Cooperative Society/Autonomous Body Govt. Deptt./Other.(Please specify) Please enclose the certificate of such registration, as applicable) Annexure No. (Enclosed/not enclosed)
3	Name of Firm/Cos. CEO/Director/Managing Director	
4	Postal Address	
5	Permanent Address	
6	Telephone No. (s)	
6i	Office	
6ii	Fax	
6iii	Mobile	
6iv	E-mail ID	
7	Name of the Officer responsible from tendering firm for liaison about this tender with his telephone no, and e-mail address.	
8	Year of establishment-cum-commencement of business activities of the firm (Proof enclosed) Annexure No.	
9	(i) VAT/Sales Tax Registration No. (Please attach notary attested photocopy) Annexure No.	
	(ii) TIN Number (Please attach notary attested photocopy) Annexure No.	
	(iii) PAN Number of the company (Please attach notary attested photocopy) Annexure No.	
10	Details of Earnest Money Deposit (EMD)	
	(i) Amount in Rs.	
	(ii) Demand Draft / FDR No. Annexure No.	
	(iii) Details of issuing Bank Name & Date	
11	Cost of tender document (if document has been downloaded from website Annexure I to IV with full details of Demand Draft should be attach with self attested) Annexure No.	

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12	Service Tax Registration No. (Please attach notary attested photocopy) Annexure No.	
13	EPF Registration No. (Please attach notary attested photocopy) Annexure No.	
14	ESI Registration No. (Please attach notary attested photocopy) Annexure No.	
15	ISO Registration No. (Please attach notary attested photocopy) Annexure No.	
16	PSA Regulation Act 2005 Registration No. (Please attach notary attested photocopy) Annexure No.	
17	Registration No. issued by the State/Central Labour Department of carry out business in security services (Please attach notary attested photocopy) Annexure No.	
18	Training Centre Registration No. (Please attach notary attested photocopy) Annexure No.	
19	Enclose Job Profile of Supervisor, Armed Guard, Unarmed Guard Annexure No.	
20	Detailed of Directors	
21	Gross turn over and work experience preceding 03 years Income Tax Return Certificate (Please attach notary attested photocopy of certificate) Annexure No.	

Year	Gross turn over of the firm (in Rs.)	Gross turn over of the firm from security business (in Rs.)	Name of the client(s) with whom the firm had obtained contract of values exceeding Rs. 5 crore in concerned financial year (if space is insufficient please use separate sheets)	Annexure NOS.*
2014-15				
2013-14				
2012-13				

Signature with Seal of Tenderer

*Please enclose audited profit and loss/income and expenditure statement alongwith Balance Sheet in support of gross turn over. Please also enclose the letter of agreement/order copies of major clients (Turn over exceeding Rs. 50.00 LACS)

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(Annexure-V)

FINANCIAL-BID

TENDER FORMAT FOR SECURITY JOB

AT

DR. RAM MANOHAR LOHIA AVADH UNIVERSITY, FAIZABAD

Quoted charge and other levies payable per month per person

Category	Tentative Number of Person	Pay & Other allowance	Service charges (If applicable)	Any Other charges/Taxes	Gross* per month per person
Security Supervisor (Ex Army Man)	03				
Armed Guard (Ex Army Man/ Well Trained Person)	30				
Unarmed Guard (Ex Army Man/ Well Trained Person)	60				

* Please note that this will be considered as final amount/month & other charges can be added.

* All the columns of above proforma must be filled by the tenderer if all column is not filled by the tenderers the tender will not be considered.

Signature with Seal of Tenderer